

Rujukan : KPTM:BA/01/11/Bil.09(02/18)

Tarikh : 7 Mac 2018

EDARAN :

1. Pejabat Pengerusi

2. Pejabat Ketua Pegawai Eksekutif

- 2.1 Timbalan Presiden, Bahagian Akademik
- 2.2 Timbalan Presiden, Bahagian Hal Ehwal Pelajar
- 2.3 Pengarah Kanan, Jabatan Perancangan Korporat
- 2.4 Pengarah Kanan, Jabatan Sumber Manusia
- 2.5 Pengarah Kanan, Jabatan Logistik & Aset
- 2.6 Pengarah Kanan, Jabatan Kewangan
- 2.7 Pengarah, Jabatan Teknologi Maklumat
- 2.8 Pengarah, Jabatan Pendidikan Berterusan
- 2.9 Pengarah, Jabatan Audit Dalam
- 2.10 Timbalan Pengarah, Seksyen Jaminan Kualiti
- 2.11 Timbalan pengarah, Seksyen Urus Setia
- 2.12 Timbalan Pengarah, Seksyen Undang-Undang
- 2.13 Timbalan Pengarah, Seksyen Komunikasi Korporat

3. Kampus-kampus Kolej Poly-Tech MARA

- 3.1 Naib Canselor, Kolej University Poly-Tech MARA
- 3.2 Pengarah, Kolej Poly-Tech MARA Bangi
- 3.3 Pengarah, Kolej Poly-Tech MARA Kuantan
- 3.4 Pengarah, Kolej Poly-Tech MARA Kota Bharu
- 3.5 Pengarah, Kolej Poly-Tech MARA Alor Setar
- 3.6 Pengarah, Kolej Poly-Tech MARA Ipoh
- 3.7 Pengarah, Kolej Poly-Tech MARA Batu Pahat
- 3.8 Pengarah, Kolej Poly-Tech MARA Semporna
- 3.9 Pengarah, Kolej Poly-Tech MARA KESEDAR
- 3.10 Pengurus, Akademi Keusahawanan Kolej Poly-Tech MARA

4. Dekan-dekan Kolej Poly-Tech MARA

- 4.1 Dekan Fakulti Pengurusan Perniagaan, KPTM
- 4.2 Dekan Fakulti Bio-Industri & Kesihatan, KPTM
- 4.3 Dekan Fakulti Perakaunan, KPTM
- 4.4 Dekan Fakulti Kejuruteraan, KPTM
- 4.5 Dekan Fakulti Multimedia Kreatif, KPTM
- 4.6 Dekan Fakulti Sains Komputer & Teknologi Maklumat, KPTM
- 4.7 Dekan Fakulti Sains Sosial & Kemanusiaan, KPTM

**PELAKSANAAN SISTEM TRIMESTER BAGI SEMUA PROGRAM DALAMAN KOLEJ
POLY-TECH MARA (KPTM)**

Sukacita dimaklumkan bahawa Mesyuarat Senat KPTM Bil. 68 (07/2017) bertarikh 18 Disember 2017 telah meluluskan cadangan mewujudkan sistem trimester bagi semua program dalaman KPTM.

Senat telah menetapkan pelaksanaan sistem trimester dengan memilih sesi *Short Long Long* (SLL) dengan ambilan tiga (3) kali setahun seperti berikut:

Bulan / Ambilan	Sesi / Jenis Trimester
April	<i>Short</i>
Julai	<i>Long</i>
November	<i>Long</i>

Walau bagaimanapun, program Diploma Kejururawatan (DN101) akan melaksanakan sistem trimester dengan sesi *Long Long Long* (LLL). Dilampirkan Kalendar Akademik Trimester sebagai panduan.

Pelaksanaan sistem trimester ini berkuatkuasa mulai sesi **April 2018**.

Sehubungan itu, tuan/puan selaku Naib Canselor / Pengarah / Pengurus / Ketua Jabatan / Bahagian / Sektor / Seksyen / Unit adalah bertanggungjawab memaklumkan perkara ini kepada semua tenaga kerja di bawah seliaan masing-masing.

"BERKHIDMAT UNTUK NEGARA"

'Membandarkan Luar Bandar'



NORDIN BIN AHMAD

Ketua Pegawai Eksekutif

ACADEMIC CALENDAR SESSION FOR THREE (3) SEMESTERS PER ACADEMIC SESSION 2018/2019

ACADEMIC CALENDAR	APRIL (SHORT)	JULY (LONG)	NOVEMBER (LONG)
INTAKE	APRIL 2018	JULY 2018	NOV 2018
REGISTRATION OF NEW STUDENTS	3 APR 2018	3 JUL 2018	19 NOV 2018
ORIENTATION	4 - 6 APR 2018	4 - 6 JUL 2018	20 -22 NOV 2018
LECTURES	9 APR 2018 - 27 MAY 2018 (7 weeks)	9 JUL 2018 - 14 OCT 2018 (14 weeks)	26 NOV 2018 - 3 MAC 2019 (14 weeks)
MID-SEMESTER BREAK	-	-	-
REVISION	28 MAY - 3 JUN 2018 (1 week)	15 - 21 OCT 2018 (1 week)	4 - 10 MAC 2019 (1 week)
FINAL EXAMINATION	4 - 10 JUN 2018 (1 week)	22 OCT 2018 - 4 NOV 2018 (2 weeks)	11 MAC - 24 MAC 2019 (2 weeks)
JKA MEETING	13 & 14 JUN 2018	8 & 9 NOV 2018	26 & 27 MAC 2019
VALIDATION MEETING	19 JUN 2018	12 NOV 2018	2 APR 2019
SENATE MEETING	21 JUN 2018	14 NOV 2018	4 APR 2019
SEMESTER BREAK	11 JUN 2018 - 9 JUL 2018 (4 weeks)	5 NOV 2018 - 25 NOV 2018 (3 weeks)	25 MAC 2019 - 7 APR 2019 (2 weeks)

APRIL	JULY	NOVEMBER
❖ 1 May 2018 (Tuesday) – Labor Day ❖ 29 May 2018 (Tuesday) – Wesak day ❖ 15 & 16 June 2018 (Friday & Saturday) – Aidil Fitri	❖ 22 August 2018 (Wednesday) – Aidil Adha ❖ 31 August 2018 (Friday) – National Day ❖ 9 September 2018 (Sunday) – Yang Dipertuan Agong Birthday ❖ 11 September 2018 (Tuesday) – Awal Muharram ❖ 16 September 2018 (Sunday) – Malaysia Day ❖ 6 November 2018 (Tuesday) – Deepavali	❖ 20 November 2018 (Tuesday) – Maulidur Rasul) ❖ 25 December 2018 (Tuesday) – Christmas Day ❖ 5 & 6 February 2019 (Tuesday & Wednesday) – Chinese New Year

ACADEMIC CALENDAR SESSION FOR THREE (3) SEMESTERS PER ACADEMIC SESSION 2019/2020

ACADEMIC CALENDAR	APRIL (SHORT)	JULY (LONG)	NOVEMBER (LONG)
INTAKE	APRIL 2019	JULY 2019	NOV 2019
REGISTRATION OF NEW STUDENTS	3 APR 2019	3 JUL 2019	19 NOV 2019
ORIENTATION	4 - 6 APR 2019	4 - 6 JUL 2019	20 -22 NOV 2019
LECTURES	8 APR 2019 - 26 MAY 2019 (7 weeks)	8 JUL 2019 - 13 OCT 2019 (14 weeks)	25 NOV 2019 - 1 MAC 2020 (14 weeks)
MID-SEMESTER BREAK	-	-	-
REVISION	27 MAY - 2 JUN 2019 (1 week)	14 - 20 OCT 2019 (1 week)	2 - 8 MAC 2020 (1 week)
FINAL EXAMINATION	3 - 9 JUN 2019 (1 week)	21 OCT 2019 - 3 NOV 2019 (2 weeks)	9 MAC - 22 MAC 2020 (2 weeks)
JKA MEETING	11 & 12 JUN 2019	6 & 7 NOV 2019	24 & 25 MAC 2020
VALIDATION MEETING	17 JUN 2019	12 NOV 2019	31 MAC 2020
SENATE MEETING	19 JUN 2019	14 NOV 2019	2 APR 2020
SEMESTER BREAK	10 JUN 2018 - 7 JUL 2019 (4 weeks)	5 NOV 2019 - 25 NOV 2019 (3 weeks)	23 MAC 2020 - 7 APR 2020 (2 weeks)

APRIL	JULY	NOVEMBER
❖ 1 May 2019 (Wednesday) – Labor Day ❖ 19 May 2019 (Sunday) – Wesak day ❖ 5 & 6 June 2019 (Wednesday & Thursday) – Aidul Fitri	❖ 27 July 2019 (Saturday) – Yang Dipertuan Agong Birthday ❖ 11 August 2019 (Sunday) – Aidil Adha ❖ 31 August 2019 (Saturday) – National Day ❖ 1 September 2019 (Sunday) – Awal Muharram ❖ 16 September 2019 (Monday) – Malaysia Day ❖ 27 October 2019 (Sunday) – Deepavali ❖ 10 November 2019 (Sunday) – Maulidur Rasul)	❖ 25 December 2019 (Wednesday) – Christmas Day ❖ 25 & 26 January 2020 (Saturday & Sunday) – Chinese New Year